

MFASIS ACCOUNTING SYSTEM

Write Off

Function: Process Write Off

OBJECTIVE:

To process Write Off on the MFASIS Accounting System.

SOURCE DOCUMENTS NEEDED:

- (under development)

PROCEDURES:

See User Procedure Section

SYSTEM INPUT:

See System Input Section

SCREENS TO BE USED:

- (under development)

MFASIS ACCOUNTING SYSTEM

WRITE OFF
NARRATIVE

Function: Process Write off

NARRATIVE

(Under development)

Accounting Activities

(Under development)

MFASIS ACCOUNTING SYSTEM

WRITE OFF
FORMS

Function: Process Write Off

FORMS

A. (UNDER DEVELOPMENT)

B. (UNDER DEVELOPMENT)

C. (UNDER DEVELOPMENT)

Function: Process Write Off

USER PROCEDURES

BOP AND BAC ONLY

A. (TO BE DEVELOPED)

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
1.		
2.		
3.		

ON-LINE AND OFF-LINE AGENCIES

B. (TO BE DEVELOPED)

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
1.		
2.		
3.		
4.		
5.		

MFASIS ACCOUNTING SYSTEM

WRITE OFF
FORMS

C. (TO BE DEVELOPED)

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
1.		
2.		
3.		

MFASIS ACCOUNTING SYSTEM

WRITE OFF
FORMS

FUNCTION: MORE DOCID: WO 01A 370605002 06/05/98 01:09:48 PM
STATUS: PEND1 BATID: ORG:
H- WRITE-OFF INPUT FORM

WO DATE: ACCTG PRD: BUDGET FY:

ACTION: M BILLING CODE: PRCK
RE DUE DATE: 07 06 97 OFF BLD REC ACCT: 0022
RE TYPE: INSTRUCTION CODE:
COMMENTS:

DOCUMENT TOTAL: 0.00
CALCULATED DOC TOTAL: 0.00

CUSTOMER CODE: 01APRO0002 THIRD PARTY FLAG: N
NAME: OCEAN HARVEST
ADDRESS: P.O. BOX 2881

CITY: SOUTH PORTLAND STATE: ME ZIP: 04106 -

FUNCTION: DOCID: WO 01A 370605002 06/05/98 01:10:12 PM
STATUS: PEND1 BATID: ORG:
H- WRITE-OFF INPUT FORM

WO DATE: ACCTG PRD: BUDGET FY:

ACTION: M BILLING CODE: PRCK
RE DUE DATE: 07 06 97 OFF BLD REC ACCT: 0022
RE TYPE: INSTRUCTION CODE:
COMMENTS:

DOCUMENT TOTAL: 0.00
CALCULATED DOC TOTAL: 0.00

CUSTOMER CODE: 01APRO0002 THIRD PARTY FLAG: N
NAME: OCEAN HARVEST
ADDRESS: P.O. BOX 2881

CITY: SOUTH PORTLAND STATE: ME ZIP: 04106 -

MFASIS ACCOUNTING SYSTEM

WRITE OFF FORMS

WRITE-OFF (WO)

The Write-Off (WO) document allows the user to write off or cancel Receivable (RE) documents. These documents can be generated automatically by executing the Process Write-Offs (ARWO) job and can then be loaded to the Document Listing (SUSF). You may also enter Write-Off documents manually. Before a Write-Off can be entered the receivable number of the receivable being written-off must be added to Potentially Uncollectible Receivables (PUNR) and scheduled for write-off.

Field	Description
Date of Record	Default is date that the system created the Write-Off (WO) document. Enter the date of the write-off.
Accounting Period	Default is inferred based on Date of Record . Enter the accounting period associated with this write-off.
Budget FY	Default is current fiscal year. Enter the budget fiscal year associated with this write-off.
Action	Optional. Defaults to Modification [M] . Valid values are: Modification [M] Modification of a previously entered document. This allows decreases to existing line amounts.
Billing Code	The billing code that identifies the billing profile for invoice or statement generation is inferred from the original Receivable (RE) document and displayed.
RE Due Date	The date when payment for the receivable was due is inferred from the original Receivable (RE) document and displayed.
Offset Billed Receivable Account	The balance sheet account used to record the offset entry is inferred from the original Receivable (RE) document and displayed.
RE Type	The type of the receivable is inferred from the original Receivable (RE) document and displayed.
Instruction Code	The instruction code used to specify the special instructions you want printed on an invoice is inferred from the original Receivable (RE) document and displayed.
Comments	The description of the document is inferred from the original Receivable (RE) document and displayed.
Document Total	Required. Unsigned net amount of all lines entered on the document. Equal to the total of all line amounts.
Calculated Total	The total of the line amounts is computed by the system and displayed.
Customer Code	The customer whose bill is being written-off is inferred from the original Receivable

MFASIS ACCOUNTING SYSTEM

WRITE OFF FORMS

	(RE) document and displayed.
Third Party	Specifies if the system is to bill the third party. Inferred from the original Receivable (RE) document and displayed.
Name	The corresponding customer name is inferred from the original Receivable (RE) document and displayed.
Address, City, State, Zip	The customer address information is inferred from original Receivable (RE) document and displayed.
Line Information	
Line	Required. Enter a unique number for each document line. This field must match the line number of the original Receivable (RE) line that you want to modify.
Fund	The fund for which revenue was earned is inferred from the original Receivable (RE) and is displayed.
Agency	The agency for which the revenue was earned is inferred from the original Receivable (RE) line and is displayed.
Org/Sub	The organization and sub-organization is inferred from the original Receivable (RE) line and is displayed.
Activity	The activity is inferred from the original Receivable (RE) line and is displayed.
Rev Source/Sub	The revenue source and sub-revenue source are inferred from the original Receivable (RE) line and is displayed.
Appropriation Unit	The unit of appropriation is inferred from the original Receivable (RE) line and displayed.
Function	The function is inferred from the original Receivable (RE) line and displayed.
Object/Sub	Object and sub-object are inferred from the original Receivable (RE) line and displayed.
Job Number	The project number is inferred from the original Receivable (RE) line and displayed.
Reporting Category	The reporting category is inferred from the original Receivable (RE) line and displayed.
BS Account	The balance sheet account is inferred from the original Receivable (RE) line and displayed.
Rate Code	The rate code used to define the billing rate per unit of measure is inferred from the original Receivable (RE) document and displayed.

MFASIS ACCOUNTING SYSTEM

WRITE OFF FORMS

Number of Units	The number of units purchased by the customer is inferred from the original Receivable (RE) document and displayed.
Unit of Measure	The unit of measure of the goods purchased by the customer is inferred from the original Receivable (RE) document and displayed.
Amount	The amount is inferred from the outstanding balance of the original Receivable (RE) line and displayed.
Inc/Dec	Defaults to <i>Default [blank]</i> .
Description	Description is automatically set to "RECEIVABLE LINE WRITE OFF" and is displayed.